



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 12, 2014

Leah Fonua
204 B Street
Toledo, Iowa 52342

Dear Leah,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-. <http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed. http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the March 10, 2014 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: I observed several compliance issues which need immediate correction including electrical outlets not capped, having flammable materials too close to the furnace/water heater, no smoke detector mounted at the top of the basement stairway, and no soft landing under the slide in the outdoor play area with a fall or more than 18 inches. Please let me know by March 17, 2014 these items have been corrected and brought into compliance. This letter lists other areas determined out of compliance that need to be corrected.

How to correct: Correct and bring into compliance all items listed in this letter within the next 45 days.

☐ 110.5(1) e- All accessible electrical outlets are safely capped.

Reason determined out of compliance: I observed accessible electrical outlets that did not have a cap on them in the living room and bedroom used for sleeping.

How to correct: Immediately place caps on all accessible electrical outlets.

☐ 110.5(1) e- All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc.

Reason determined out of compliance: I observed a cable TV cord in the basement hanging loose that a child could grab or get tangled in.

How to correct: Tack this cord to the wall/ceiling so it is not accessible to a child.

☐ 110.5(1) f- Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters.

Reason determined out of compliance: I observed plastic materials within three feet of the furnace and water heater.

How to correct: Immediately remove these items so there is a minimum of three feet of clearance and space around the furnace and water heater.

☐ 110.5(1) h- A safe outdoor play area is maintained in good condition throughout the year.

Reason determined out of compliance: I observed a slide in the outdoor play area with a height in excess of 18 inches. You stated there was not a soft landing surface in play to protect a child from injury if they fell off the equipment.

How to correct: Either remove the slide from your play area or place a soft landing surface under the equipment. I have enclosed information on what types of surface are used for this and how far around the equipment it needs to be placed.

☐ 110.5(1) j- Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Reason determined out of compliance: I noted you did not have these posted when I checked the exits from your home.

How to correct: When this was brought to your attention you posted the plans at both exits. *This item is now in compliance.*

☐ 110.5(1) k- Fire and tornado drills are practiced monthly and documentation kept.

Reason determined out of compliance: You did not have documentation you have practiced these drills in January, or February of 2014.

How to correct: Practice these drill monthly and document the dates and times they are done on the form you have for this.

☐ 110.5(1) m- Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Reason determined out of compliance: You use the basement of your home for child care. When you showed me the fire extinguisher for the basement I noted it was rated 1A 10BC rated.

How to correct: Obtain a 2A 10BC rated fire extinguisher for the basement. Place it in a visible and readily accessible place.

☐ 110.5(1) n- Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Reason determined out of compliance: When I looked at the top of the stairway from the basement I did not find a smoke detector mounted in that area.

How to correct: Place a smoke detector in at the top of the basement stairway.

☐ 110.5(1) n- Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have documentation you have tested the batteries of your smoke detectors in January or February of 2014.

How to correct: Test the batteries in your smoke detectors monthly and document the dates this is done on the form you have for this.

☐ 110.5(1) q- All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Reason determined out of compliance: After reviewing your pet file I noted it did not have any information regarding your pet being free of endo and ecto parasites.

How to correct: I gave you a Pet Health Certificate form. You need to have your vet complete and sign this form to meet this requirement.

☐ 110.5(1) q- No animals are allowed in food preparation, storage or serving areas during food preparation and serving times.

Reason determined out of compliance: I observed your dog in the kitchen while you were preparing food and when children were eating.

How to correct: Your dog must be kept out of the kitchen area during times of meal preparation and the eating of meals and snacks.

☐ 110.5(1) u- The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Reason determined out of compliance: I read your policy for this and noted it did not have language about separating a sick child from other children in your care until they are picked up.

How to correct: Add language to your policy that explains how you separate a sick child from other children in your care until they are picked up. I would suggest you add a sentence that states the parent must pick up the child within a certain timeframe (such as 1 hour).

☐ 110.5(1) v- The provider has written policies about responding to health-related emergencies.

Reason determined out of compliance: I read your policy for this and noted it did not have language about calling 911 in the event of an emergency. It did not address the issue of whether you would transport a child to the hospital if required and if you did what is the plan for care of the other children in your day care.

How to correct: Add language to your policy addressing the fact you would call emergency personnel (911) in the event of an emergency. You need to explain what you will do in the event of an emergency with regard to transporting a child to the hospital if this would be necessary. I would suggest you state you will transport a child to the hospital. If you decide you would do this then you need to make a plan for who would supervise the other children in care in your absence. This person would need to be a substitute approved by DHS.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) b- Certificates or training verification documentation for:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: The Immunization Certificates for your children did not have a doctor's signature.

How to correct: Have their doctor sign and date the immunization Certificates you have for your children.

☐ 110.5(2) b- Within the first three months of registration:

☐ 110.5(2) b- Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Reason determined out of compliance: You did not have a certificate available for me to review to make sure it has not expired.

How to correct: You need to find a copy of the certificate for this training for me to review. If it has expired you will need to complete this training as soon as possible.

The information below gives you instructions on taking this course on-line.

Mandatory Child Abuse Reporter Training for Child Care Providers

On-Line, start at this link <http://dhs.training-source.org> You must register by entering your provider number.

☐ 110.5(3) e- All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

Reason determined out of compliance: You stated you do not have a soft landing surface in place under the slide in your outdoor play area. This slide is more than 18 inches in height.

How to correct: Either remove the slide from your play area or place a soft landing surface under the equipment. I have enclosed information on what types of surface are used for this and how far around the equipment it needs to be placed.

☐ 110.5(8) Children's Files

You need to keep a file for any of your own preschool children that are present during child care hours as they count in your numbers.

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) a- Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Reason determined out of compliance: I did not find this information for three children as you did not have a file for them.

How to correct: You can get the parent to complete and sign the Child Intake sheet to meet this requirement.

☐ 110.5(8) b- Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Reason determined out of compliance: I did not find this information for three children as you did not have a file for them.

How to correct: You can get the parent to complete and sign the Child Intake sheet to meet this requirement.

☐ 110.5(8) c- A signed medical consent from the parent authorizing emergency treatment.

Reason determined out of compliance: I did not find this information for three children as you did not have a file for them.

How to correct: You can get the parent to complete and sign the Emergency Medical Authorization form to meet this requirement.

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8) d- For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Reason determined out of compliance: I did not find this information for five preschool aged children and two school aged children.

How to correct: Whenever a child begins in your care you need to get a physical dated within the past 12 months to show they are in good health. You also need to get information from the parents about any special conditions or medical needs their child may have.

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: I did not find this information for five preschool aged children.

How to correct: The parents can get you a copy of a signed and dated Iowa Department of Public Health Immunization Certificate from the child's doctor.

☐ 110.5(8) e- For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Reason determined out of compliance: I did not find this information in two school aged children's files.

How to correct: For school aged children you need a signed statement of their child's health condition annually. I have enclosed a form you can use for this. If the child has had a physical within that past 12 months they can list the date on the form for you.

☐ 110.5(8) f- A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Reason determined out of compliance: I did not find this information in files for five children. For two children you did not have the phone number and relationship of the people authorized to pick up their child.

How to correct: For two children you need to add the relationship and phone number to the names of person listed to pick up their child.

☐ 110.5(8) g- A signed and dated immunization certificate provided by the state department of public health.

Reason determined out of compliance: I did not find this information in files for five children. Five other children had an immunization certificates in their file that were not signed and dated by their doctor.

How to correct: You can have the parents get a copy of their child's Iowa Dept. of Public Health Immunization Certificate for their child from their doctor's office. Make sure the form is signed and dated by the doctor.

☐ 110.5(8) h- For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Reason determined out of compliance: I did not find this information in the files for two children.

How to correct: You can have the parents get you a copy of a physical for these children that was done after they started school.

☐ 110.5(8) i- Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Reason determined out of compliance: You talked about taking children for trips to the park. You did not have written permission from the parents to take their children on a trip away from your home.

How to correct: Using the form I left with you for field trips you can complete it and have the parents sign and date it. The form can be used for the time period you take these trips (say April through October). You can put the times you usually go to the park on the form. I would suggest you place a sign on the front door when you are at the park so a parent coming to get their child knows where you are.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319/892-6803 or toll free at 319/534-3112 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319/321-2725 (Denise Rhodes).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).